

MANAGEMENT NOTICE

Vacancy Announcement

American Consulate General, Guayaquil

Number:	2013-HR-01	To:	ALL EMPLOYEES / ALL AGENCIES
Date:	February 06, 2013	From:	David Liboff / Management Officer
Subject:	Temporary Human Resources Clerk		

OPEN TO: All interested candidates (must be currently residing in Ecuador).
(see exception for U.S. EFM under additional criteria item 2)

POSITION: Temporary Human Resources Clerk
Full-performance level: FSN-5 / FP-8

OPENING DATE: February 6, 2013

CLOSING DATE: February 20, 2013 (COB)

WORK HOURS: Full time

SALARY: *Not-Ordinarily Resident: *Only U.S. EFMs and U.S. MOH can qualify.*
See under definitions below.
(FP grade is confirmed by Washington)
FP-8: US\$35,753.00 p.a. (starting salary)

*Ordinarily Resident annual rate:
FSN-5: US\$ 17,648 p.a. (Starting salary)

LENGTH OF HIRE: Temporary position not to exceed six months from date of hire. Applicant must be available to start working in June, 2013 and must be available to work until the end of the contract in November, 2013.

Note 1: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration. All ordinarily resident applicants not residing in Ecuador must send proof of citizenship to be considered.
See definitions for Ordinarily Resident and Not-Ordinarily Resident

Note 2: All positions advertised are subject to availability of funds.

Note 3: U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section) if hired will be paid under the Local Compensation Plan.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Consulate General in Guayaquil is seeking an individual for the position of Temporary Human Resources Clerk in the Administrative Section.

BASIC FUNCTION OF POSITION

Serves as Human Resources Clerk for the Office of Human Resources and performs a variety of clerical and administrative duties in support of the Post's Human Resources programs during Human Resources Assistant's absence

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Consulate General internet <http://guayaquil.usconsulate.gov/about-us/job-opportunities.html>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position.

- a. **Education:** Two years of college studies on business administration, human resources administration, managerial communications, social science, or related fields is required. (Send copy of college transcript or degree for consideration).
- b. **Prior Work Experience:** Two years of experience in secretarial and/or administrative duties, including at least 6 months of HR experience with customer service
- c. **Language Proficiency:** Level IV (fluent) written/spoken English and Spanish is required.(These will be tested)
- d. **Knowledge:** Must have a good working knowledge of general administrative procedures, post organization, and administrative/secretarial tools.

- e. **Skills and Abilities:** Ability to type at level II (40 wpm) is required (will be tested). Must have good working knowledge of Microsoft computer software (word, excel) (will be tested).

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFM's who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. **The successful applicant should be available to enter on duty within 15 days of being notified that s/he has been selected and cleared for employment.**
7. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes test results.
8. Employment eligibility criteria for this position were established by the hiring supervisor.
9. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
10. The Consulate General will review work references or ask applicant for support documentation of any of the information submitted on applications.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Employment DS-0174 (request copy at GuayaquilHRForms@state.gov); or
2. A current resume or curriculum vitae that provides the same information as an DS-0174; plus:

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application and clearly mark the preference on the application or curriculum. To claim veteran's preference applicant must meet all the criteria given by the Office of Personnel Management (OPM). HR will review all DD-214 forms against OPM requirements.
4. Ecuadorian work and/or Residency permit required with application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

- 1) Per email (preferred method)
E-mail: gygrecruitment@state.gov
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)
American Consulate General
9 de Octubre y Garcia Moreno
Attention: Human Resources

DEFINITIONS

1. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **EFM:** An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent

dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:
- Is an U.S. Eligible Family Member (AEFM)
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:
- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: February 20, 2013

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

HR: ANegrete /DLiboff
FMO: CBergaust/MTorres